

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC MEMORANDUM
No. 25-9

23 August 2004

Information Management

QUARTERLY UPDATE AND VERIFICATION OF
ARMY MATERIEL COMMAND CRITICAL ROSTERS

	Paragraph	Page
Purpose.....	1	1
Scope.....	2	1
Policy	3	1
Responsibilities.....	4	2
Privacy Act Statement.....	5	2

1. **Purpose.** This memorandum prescribes the policy for establishing quarterly updates and verifications of critical rosters within Headquarters, U.S. Army Materiel Command (HQ AMC).

Critical rosters for HQ AMC are defined as:

- a. Key Leadership Roster – Listing of senior AMC personnel, provided to the Operations Center, for use in the event of an emergency situation.
- b. Protocol VIP List – Contact roster of selected individuals containing social event information.
- c. AMC Desktop Organizational Chart – One page key personnel telephone contact directory for the HQ AMC Command Group, Major Subordinate Commands (MSCs) and Separate Reporting Activities (SRAs).
- d. Essential Personnel Phone Card – Quick reference wallet-sized directory of select key and essential personnel.
- e. AMC Organizational Chart – Current AMC organizational structure of HQ AMC and its Major Subordinate Commands (MSCs) and Separate Reporting Activities (SRAs) displayed virtually on Army Knowledge Online (AKO), the AMC website, and the HQ AMC intranet.
- f. Social Roster – Complete social informational listing for all senior personnel assigned to HQ AMC.

2. **Scope.** This policy is effective immediately and applies to the following G-Staff and Special Staff: G-1, G-3, G-6 and SGS.

3. **Policy.** Proponents of critical rosters must conduct a quarterly update and submit verification to the G-6 by the fifth workday of every quarter to verify that the update has been completed. Submitting verification indicates that rosters have been updated, and that the proponent's executive/administrative officer has verified the validity of the roster's content. The G-6 will maintain the verification records for each critical roster.

4. Responsibilities.

a. G-3. The G-3 will maintain and update the Key Leadership Roster, which is used for notification of senior AMC leadership personnel in the event an emergency situation should arise. Each G-Staff is responsible for developing and maintaining its own individual Key Leadership Roster, which should include a maximum of four individuals (one primary and three manager/supervisor alternates, minimum grade GS-13). The individuals will be listed by name, position, work, home and cell telephone numbers. Each G-Staff will be responsible for updating and transmitting its updates to the HQ AMC Operations Center. The roster will be distributed to the Officer in Charge (OIC) desk, the Shift Leader desk, Admin NCO desk, the Director of Plans and Operations and the Deputy G-3 for current operations. The G-3 will electronically verify to AMC CIO/G-6, ATTN: AMCIO-R, by the fifth workday of each quarter that the Key Leadership Roster has been updated.

b. SGS (AMCPR). The Protocol Office will maintain and update the Protocol VIP List that provides social event information to the CG, DCG, and CoS. The Protocol VIP List contains each individual's name, title, organization, home and work address, home and work telephone numbers and spouses' name. Distribution of the Protocol VIP List will be limited to the following offices: AMCCG, AMCDCG, AMCCS, AMCGS, and at the discretion of the AMC Chief of Staff, to other offices having a valid requirement. The Protocol Office will electronically verify to AMC CIO/G-6 ATTN: AMCIO-R, by the fifth workday of each quarter that the Protocol VIP List has been updated.

c. SGS (AMCGS). The SGS will maintain and update the AMC Desktop Organizational Chart and the AMC Essential Personnel Phone Card. The Desktop Organizational Chart provides a consolidated list of names, phone numbers, and office symbols for the HQ AMC Command Group and for Major Subordinate Commands (MSCs) and Separate Reporting Activities (SRAs). Distribution of the AMC Desktop Organizational Chart is to all HQ AMC personnel, MSCs and SRAs. The AMC Essential Personnel Phone Card is for notification of key and essential personnel in case of an emergency, and will be distributed to key and essential personnel listed on the card. The SGS will electronically verify to AMC CIO/G-6, ATTN: AMCIO-R, by the fifth workday of each quarter that the AMC Desktop Organizational Chart and the AMC Essential Personnel Phone Cards have been updated.

d. G-6. The G-6 will maintain and update the AMC Organizational Chart, which will display the AMC organizational structure and relationships, including Major Subordinate Commands (MSCs), and Separating Reporting Activities (SRAs). This chart will display the name, office symbol, room number, and phone and fax number of key personnel. The AMC Organizational Chart will be posted on Army Knowledge Online (AKO) (http://www.us.army.mil/portal/portal_home.jhtml). Each HQ AMC G-Staff is responsible for its portion of the HQ AMC Organizational Chart and will electronically verify to AMC CIO/G-6, ATTN: AMCIO-R, by the fifth workday of each quarter of any changes or updates.


e. G-1. The G-1 will maintain and update the Social Roster for the purpose of providing the Commanding General with a complete roster of designated personnel assigned to HQ AMC. The roster will include the name, grade, security clearance, position, spouses' name, date of arrival, address, birth month/day, and the office and residence telephone number of those designated personnel. The roster will only be distributed to AMCCG, AMCDCG, AMCCS, AMCGS, and at the discretion of the AMC Chief of Staff, to other offices having a valid requirement. The G-1 will electronically verify to AMC CIO/G-6, ATTN: AMCIO-R, by the fifth workday of each quarter that the Social Roster has been updated.

5. Privacy Act Statement. The critical rosters maintained by the G-1, G-3 and AMCPR contain information protected by the Privacy Act of 1974 and must display the following statement:

- a. "This roster contains information protected by the Privacy Act of 1974 (U.S. C. 552a) and AR 340-21. This roster will be safeguarded and destroyed IAW AR 25-55 and AR 340-21. The contents of this roster will not be released outside HQ AMC (*Applicable G or Special Staff*), without prior coordination and approval by the Chief of Staff, AMC. This roster may not be reproduced locally."
- b. AMC is required to safeguard personal information to prevent unauthorized use, access, disclosure, alteration or destruction. Therefore, only those individuals who have a "need to know" should have access to critical rosters. Critical rosters should not be placed on a shared drive if access to the rosters cannot be controlled.
- c. Penalty. Pursuant to 5 U.S.C. 552a(i)(1), agency employees who knowingly and willfully make a disclosure prohibited by the Privacy Act shall be guilty of a misdemeanor and fined not more than \$5,000. Also, agency employees may be subject to discipline for unauthorized disclosures prohibited by the Privacy Act.

The proponent for this memorandum is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA FORM 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCIO-R, 9301 Chapek Road, Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:


RICHARD A. HACK
Lieutenant General, USA
Deputy Commanding General